



RN-BSN STUDENT HANDBOOK

Policies & Procedures

Missouri Valley University
SCHOOL OF NURSING & HEALTH SCIENCES
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2026-2027 MVU RN-BSN Student Handbook

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WELCOME NURSING STUDENTS

Welcome to Missouri Valley University (MVU) School of Nursing & Health Sciences. We share your excitement about furthering your education. We are also very pleased that you have chosen our RN-BSN program to obtain your Bachelor of Science in Nursing. Our school includes a traditional track, an online LPN-to-RN-BSN track, as well as the RN-BSN track.

At MVU, we believe in excellence in education. Our highly trained and dedicated nursing faculty and support staff are experts in their field of study and practice. While this program is demanding and will consume a great deal of your time and energy, with your commitment, we will help you prepare for greater career advancements, more job opportunities and a higher income potential as a RN-BSN.

This handbook has been designed to help guide you through the RN-BSN program. Please read it carefully and refer to it if and when you have questions during your nursing education. If you have questions along the way, please discuss them early with your academic/faculty advisor, instructor, director or dean. We will assist you in any way we can, as we also want you to be successful in completing the program.

Best wishes as you begin this new journey in furthering your education!

Administration, Faculty, and Staff MVU School of Nursing & Health Sciences

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PURPOSE of the RN-BSN STUDENT HANDBOOK

The purpose of the RN-BSN Student Handbook is to provide the student with guidelines necessary to progress responsibly in the program. The handbook contains general information and policies and procedures that guide the RN-BSN Program. Course requirements are outlined in detail in the course syllabus at the beginning of each semester. As a student, it is critical that you read the handbook carefully and fully understand the contents. All students will be held accountable for information in the handbook. Using the Handbook will help students negotiate the many challenges in the RN-BSN program. In addition academic advisors and faculty are available to assist the student along the way.

The RN-BSN Nursing Student Handbook is to be used in conjunction with the [MVU Academic Catalog & Handbook](#). Nursing students have the same rights and privileges provided to other MVU college students. However, the policies in the RN-BSN Nursing Student Handbook will take precedence over some of the aforementioned college publications. For example, the grading policy and grade point average are different from those in other disciplines. However, all of the resources contain valuable information and should serve as a reference as the student progresses through the curriculum/program.

The contents of the RN-BSN Nursing Student Handbook are the most current information at the time of publication. Addendums/revisions may be added without prior notice to students. Any changes to policy are promptly communicated with students.

Nursing faculty reserves the right to make changes in the curriculum. If, or when this happens, every effort will be made to notify students of the changes to allow for a smooth transition through the required nursing courses.

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THE MISSION and PHILOSOPHY of the MVU RN-BSN PROGRAM

MISSION

The mission is to advance the art and science of nursing through innovative teaching, research, personalized education, and clinical practice. To educate and train diverse groups of nursing professionals to interact with interdisciplinary teams, thus promoting optimal health outcomes in individuals, families, and global communities while promoting a culture of lifelong learning.

PHILOSOPHY

The foundation for professional nursing education is embedded in the natural sciences, social sciences, and humanities which enhances critical thinking and reasoning, while promoting high ethical standards in providing holistic care for individuals, families, global communities, and societies. The baccalaureate of science in nursing prepares a nurse generalist and lays the foundation for graduate education to promote personal, professional and intellectual growth. The graduate of the School of Nursing & Health Sciences will be able to assimilate theory, concepts, research, and leadership to help reshape the future of nursing practice while meeting the demands of an ever changing healthcare environment.

SCHOOL OF NURSING & HEALTH SCIENCES GOALS

1. Promote a school culture that treats all nursing students with cultural sensitivity and respect for human dignity.
2. Build curricula that promote collaboration and communication skills, with clinical reasoning and critical thinking skills.
3. Uses teaching-learning practices that promote self-directed learning, creative thinking, and intellectual inquiry.
4. Prepare students to achieve PSLOs and to pass the NCLEX exam on the first attempt.
5. Retain qualified faculty and staff that are committed to high academic standards, academic freedom, and that are leaders in their areas of expertise.
6. Prepare graduates that are satisfied with the RN-BSN program and promote the SoN & Health Science within learning and health care communities.

NURSING FACULTY BELIEFS

Nursing is both an art and a science. The practice of nursing occurs in dynamic settings, across a variety of healthcare environments, while nurses care for diverse populations across the lifespan. Professional nurses must meet the holistic needs of individual patients by using accumulated skills and knowledge, while using the nursing process to arrive at sound clinical judgment. Nurses must function as a collaborative partner within interprofessional healthcare teams. Practicing nurses

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must also be caring and compassionate, culturally sensitive, self-directed, as well as have a firm ethical framework. They should carefully abide by their state's nursing practice act, be an advocate for patients, and choose to be a lifelong learner.

FACULTY COMMITMENT

The faculty is committed to academic and clinical excellence in preparing students to become professional nurses and/or advanced practice nurses. Nursing educators are committed to a learner-centered process which uses knowledge gained from general education courses and knowledge and skills gained from nursing courses to prepare the nurse to practice safely and competently. Acquisition of knowledge and skills are achieved through various means such as the teaching-learning process, research, instructional design/methodologies, and internal and external resources. The faculty members are lifelong learners and instill this trait in their students. Lifelong learning increases knowledge, skills, professionalism, and is beneficial for medical communities in caring for diverse populations with complex needs in a variety of health care settings.

RN-BSN NURSING FACULTY OUTCOMES

1. Promote Educational Degrees
2. Promote Teaching Effectiveness
3. Promote Scholarship
4. Promote Service to the Nursing Profession

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DOMAINS

The Missouri Valley University School of Nursing & Health Sciences faculty designed the curriculum to encompass principles from both science and liberal arts. Students gain knowledge and skills in courses such as leadership, mental health and community nursing, health-care delivery systems, healthcare technology, nursing research, and best practices to enter the healthcare arena as nurse generalists. The nurse is compassionate and demonstrates leadership skills, critical thinking skills, clinical reasoning, and utilization of best practices necessary to provide safe and quality care to diverse groups with chronic and acute needs in a variety of settings within a medical community. Upon graduation, students shall meet the following

Domains:

1. Domain 1: Knowledge for Nursing Practice
2. Domain 2: Person-Centered Care
3. Domain 3: Population Health
4. Domain 4: Scholarship for the Nursing Discipline
5. Domain 5: Quality and Safety
6. Domain 6: Interprofessional Partnerships
7. Domain 7: Systems-Based Practice
8. Domain 8: Informatics and Healthcare Technologies
9. Domain 9: Professionalism
10. Domain 10: Personal, Professional, and Leadership Development

QUALITY & SAFETY EDUCATION FOR NURSES (QSEN) COMPETENCIES

These QSEN competencies have been incorporated into the Domains throughout the MVU Nursing Program

ACCREDITATION/APPROVAL

MVU SON is accredited by the following organization to award degrees at the college level:

Commission on Collegiate Nursing Education (CCNE)
One Dupont Circle, NW, Suite 530
Washington, DC 20036
Telephone: (202) 887-6791
info@aacn.nche.edu
www.aacn.nche.edu/ccne-accreditation

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The MVU SON RN-BSN Program is on full approval status by the Missouri State Board of Nursing.

Missouri State Board of Nursing
3605 Missouri Boulevard
Jefferson City, Missouri 65102-0656
Telephone: 573-751-0080
nursing@pr.mo.gov
<http://pr.mo.gov/nursing.asp>

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NURSING FACULTY, STAFF, and RESOURCE INDIVIDUALS

FULL-TIME FACULTY

Peggy Van Dyke DNP, RN, FNP-BC

Dean, Associate Professor, School of Nursing & Health Sciences

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RN-BSN Director, Assistant Professor, School of Nursing & Health Sciences

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Diana Hardesty MSN, RN, FNPc

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Assistant Professor, School of Nursing & Health Sciences

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Nancy Wiseman, MSN, RN

Assistant Professor, School of Nursing & Health Sciences

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ADJUNCT FACULTY

Lesli Alvarenga, MSN, RN, FNP

Adjunct Professor, School of Nursing & Health Sciences

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Adjunct Instructor, School of Nursing & Health Sciences

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MVU SON & HEALTH SCIENCES SUPPORT STAFF

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Administrative Assistant, School of Nursing & Health Sciences

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Raylene Clemons

Administrative Assistant, School of Nursing & Health Sciences

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E-mail: clemonsj@moval.edu

Julie Vogel

Academic Coach & Sim Lab Assistant, School of Nursing & Health Sciences

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Contact Information:

Nursing Building Off: 660-831-4295 Fax: 660-831-0975

E-mail: vogelj@moval.edu

MVU RESOURCES

MVU Student Health Center, Malcom Center

Contact Information:

Casey Vogelsmeier, RN-BSN, RN

Susan Vogelsmeier DNP, FNP-BC

Off: 660-831-4012 Fax: 660-831-4089

E-mail: vogelsmeierc@moval.edu and/or vogelsmeiers@moval.edu

MVU Counseling Center

Katie Kirby, MS, Director Off: 660-831-4139

E-mail: kirbyk@moval.edu

Registrar's Office

Kendra Phillips (Interim Registrar) Off: 660-831-4115

E-mail: cotek@moval.edu

Admission's Office

Linze Hawkins (Assistant Director of Admissions and Financial Aid): 660-831-4592

Email: hawkinsl@moval.edu

Nursing Recruiter

Tonya Falls (Admissions Nursing Recruiter): 660-831-4524

Email: fallst@moval.edu

MVU SUPPORT SERVICES

MVU provides student support services. Students are supported in their program by: Academic Advisors, Student Services, Financial Aid, Library Resources, ADA Services, Student Health, Student Counseling Center, and Admissions/Registrar Offices.

MVU NURSING STUDENTS AND ACADEMIC INTEGRITY

High ethical standards and academic integrity is necessary to promote and guide professional and personal conduct. All nursing students are expected to practice with high integrity. Refer to the Missouri Valley University Academic Dishonesty Policy found in the [MVU Academic Catalog & Handbook](#).

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CODE OF CONDUCT

MVU RN-BSN Program follows the MVU Student Code of Conduct for classroom and clinical settings. See the [MVU Academic Catalog & Handbook](#).

All nursing students enrolled in the RN-BSN Program at MVU will comply with legal, ethical, moral, and legislative standards/nursing practice act defining acceptable behaviors of the nurse. The laws and standards are designed to protect the public's safety from unsafe practitioners. Keep in mind, the nursing practice act is a very important piece of legislation that governs your ability to practice as a professional registered nurse. It is the student's/nurse's responsibility to become familiar with this legislation. Failure to comply with the aforementioned may result in ineligibility to sit for NCLEX licensure as a professional registered nurse. Please refer to the following websites for more details.

See the American Nurses Association Code of Ethics for more information: [Code of Ethics](#)

The Missouri Nursing Practice Act is found in the state of Missouri Statutes RSMo 335. The statute can be found at the [Missouri State Board of Nursing Nurse Practice Act](#) or Chapter 335.066 Missouri Nurse Practice Act. For all other states, contact the appropriate state board of nursing.

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ESSENTIAL FUNCTIONS/SAFETY STANDARDS FOR STUDENTS IN THE CLINICAL SETTING/RN-BSN PROGRAM

Missouri Valley University RN-BSN Program supports and endorses the Americans with Disability Act. In conjunction with the College policy, and if or when requested, reasonable accommodations for qualified individuals with temporary or permanent disabilities may be provided. If a student has a disability and requires special accommodation(s), the student must provide MVU-SON & HEALTH SCIENCES faculty with written documentation through the ADA Coordinator (Section 504). This should be done upon admission to the program and/or as soon as a need is identified. The MVU-SON & HEALTH SCIENCES will attempt to make reasonable modifications and/or accommodations for these students without compromising patient safety or placing an undue burden on the College. Any/all requests for special accommodation(s) will be evaluated by faculty in collaboration with the Program Director and the Director of Accessibility and Disability Services. Requests for reasonable accommodations should be directed to: Director of Accessibility and Disability Services located in the Student Success Center.

In order to perform safe and effective nursing care, the student must possess certain safety and technical standards such as physical, cognitive, psychomotor skills, and professional/social abilities. The student must be able to continually meet these essential functions with or without reasonable accommodations to successfully complete the RN-BSN program. Nursing administration and faculty and/or agencies in which the student does a clinical rotation may identify additional essential requirements/safety standards. Therefore, the nursing faculty has the right to amend the essential functions/safety standards as deemed appropriate in order to assure safety in the workplace/clinical setting. Admission or progression in the RN-BSN program may be denied if the student is not able to demonstrate the essential functions/safety standards with or without reasonable accommodations. If the student's status changes during the program, so that he or she can't meet the essential functions/safety standards with or without reasonable accommodations, the student will be withdrawn from the RN-BSN program. Should the nursing faculty have concerns with the student's ability to perform the essential functions/safety standards, the faculty may request an additional medical examination at the expense of the college. The essential functions/safety standards are set forth by the MVU School of Nursing & Health Sciences and thus may not be the same as for other/all healthcare employers.

The essential functions/safety standards are listed below and are necessary for admission, progression, and graduation from the RN-BSN program. They include but are not limited to:

I. Visual

- a. Seeing and noticing subtle changes in a patient's condition and/or the environment.
- b. Seeing color changes ie on skin, breathing patterns, and color codes on supplies etc.
- c. Using peripheral vision.
- d. Seeing objects at least 20 inches away to read orders, see computer screens, and read fine print.

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- e. Reading for extended periods of time and being able to see at least 20 feet to see the patient in a room or if walking in the hallway.
- f. Reading cursive writing, data on monitors/equipment/EMRs, etc.
- g. Accurately drawing up and administering the correct dose of medication.

II. Auditory

- a. Hearing normal speaking tones.
- b. Distinguishing origin of sounds.
- c. Interpreting/distinguishing between different monitoring/equipment/environmental sounds.
- d. Hearing and distinguishing different sounds through a stethoscope and assessment of tube placements.
- e. Hearing to effectively communicate with health team members/patients/family.

III. Tactile

- a. Feeling and distinguishing between physical characteristics such as tremors, pulses, textures, vibrations, shapes, sizes, skin and surface temperatures, veins, identify landmarks, etc.

IV. Olfactory

- a. Smelling body odors, alcohol breath, and detecting other odors in the patient's environment such as gasses or other noxious smells.

V. Communication/Interpersonal Skills

- a. Communicating verbally, in writing, and on all electronic devices.
- b. Effectively communicating and showing respect to all health team members, patients and families with varying backgrounds such as cultural, ethnic, social, economic, emotional, and/or intellectual.
- c. Working effectively with other disciplines, groups, patients, and families.
- d. Working independently and consulting and negotiating with others.
- e. Picking up on verbal and nonverbal cues and expressing yourself clearly.
- f. Multi-tasking and adapting to changing environments while remaining calm.

VI. Cognitive/Critical Thinking Skills

- a. Effectively reading, writing, and understanding the English Language.
- b. Consistently demonstrating critical thinking skills necessary to provide safe and competent nursing care to complex patients in a variety of settings (Examples include prompt response to cardiac monitoring alarms, accurate patient/situational assessment, and prompt intervention; provide for patient safety, such as administer oxygen, suction as needed, record seizure activity, and call for help.
- c. Understanding cause and effect relationships.
- d. Prioritizing workload/tasks.
- e. Explaining nursing procedures.
- f. Giving oral/shift report.
- g. Speaking via the telephone.
- h. Documenting clearly and accurately on the medical record.
- i. Clarifying non-verbal cues.
- j. Clarifying physician orders.
- k. Reading measurement markings.
- l. Using best practices to make decisions and deliver care.

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- m. Assisting patients in making informed decisions when indicated.
- n. Demonstrating satisfactory performance on all written examinations including the ability to use accurate mathematical equations without a calculator to safely administer medication.
- o. Satisfactorily meeting the program objectives.
- p. Possessing knowledge and skills necessary to operate all electronic equipment and reporting results.

VII. Physical/Motor

- a. Possessing sufficient energy and mobility to provide patient care to meet the course/program objectives.
- b. Moving, transferring, positioning patient or assisting others with the same without injury to self, patient, or others while providing routine and emergency care.
- c. Standing, walking, bending, stooping, twisting, while providing/participating in patient care ranging from 6-12 hours in the clinical setting.
- d. Maintaining balance and standing on both legs with ability to abduct, rotate, and move all joints freely.
- e. Coordinating hand and eye movement.
- f. Handling small equipment/objects without harming self or others and/or damaging property.
- g. Lifting at least 25 lbs ie child or transfer patient.
- h. Pushing, pulling, or lifting heavy objects ie 25 lbs. without harming self or others and/or damaging property.
- i. Walking independently without use of cane, crutch, or walker.
- j. Transporting self and/or patients without the use of electronic devices.
- k. Working, standing and/or moving in small areas.
- l. Responding to emergency/crisis situations and performing CPR and administering meds if needed.
- m. Possessing fine and gross motor skills to provide safe patient care.
- n. Calibrating and using equipment.
- o. Performing CPR.
- p. Squeezing to operate fire extinguisherPerforming physical assessments accurately and timely.
- q. Operating electronic devices such as computers/EMRs, etc.

VIII. Professional Conduct

- a. Demonstrating on a consistent basis caring, sensitivity, compassion, empathy, and respect. to all health care members/disciplines, patients, and families.
- b. Portraying a healthy mental attitude and genuine concern toward others.
- c. Providing safe and effective nursing care in a caring manner.
- d. Comprehending and following the policies and procedures of the College and agency.
 - Civility
 - Sexual Misconduct
 - Understanding the consequences of violating the policies and procedures of the College and agency
 - Maintaining professional behavior and demeanor when faced with challenging situations

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- e. Practicing using the nursing code of ethics.
- f. Supporting integrity and remaining free of any chemical stimulants.
- g. Arriving promptly and in appropriate attire for clinical setting.
- h. Accepting responsibility and accountability for one's own actions or lack thereof.
- i. Maintaining patient advocacy at all times.
- j. Maintaining professional conduct/behavior to meet qualifications to sit for NCLEX Licensure Exam.

*While every attempt will be made to accommodate the student with a disability, there are some circumstances where physical space will/may be limited and thus place the patient at risk for injury or unsafe practices.

If an applicant is denied admission, or a student is dismissed from a program of study due to the inability to meet a performance standard/essential function, the student may request an appeal of the nursing administrative decision via the MVU Grievance Policy. See the [MVU Academic Catalog & Handbook](#).

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<i>RN-BSN Post-licensure Online Track Curriculum</i>		
<i>Semester I</i>	Course	Credit Hours
NURS 350	Community & Public Health	3
NURS 365	Evidence Based Practice (WI)	3
NURS 370	Self Help Practices for the Professional Nurse	3
NURS 375	The Professional Nurse Role in Care Coordination	3
	<i>Total Credit Hours</i>	12
<i>Semester II</i>	Course	Credit Hours
NURS 380	Decision Making in Management & Clinical Practice	5
NURS 470	Leadership Role in Professional Nursing	4
NURS 475	Leadership Clinical (120 hours)	3
	<i>Total Credit Hours</i>	12
<i>Semester III</i>	Course	Credit Hours
NURS 476	Healthcare Policies Impacting Health Care	4
NURS 477	Contemporary Issues in Professional Nursing	4
NURS 485	Sr. Capstone Project (SL)	4
	<i>Total Credit Hours</i>	12
	<i>Program Total Credit Hours</i>	36

All science courses will be evaluated on an individual basis for the transfer of credit.

*** = nursing prerequisite** **WI = writing intensive** **SL = service learning**

The Missouri State Board of Nursing approved the nursing curriculum.

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GENERAL INFORMATION

Accountability

1. Students are responsible for providing accurate personal and/or professional information to the college, as well as the MVU SON & HEALTH SCIENCES.
 - a. Students shall notify the MVU SON & HEALTH SCIENCES Administrative Assistants and MVU Admissions Office of any changes in name, address, and telephone numbers.
 - b. Students must provide copies of their yearly physical examination(s), CPR cards, any professional licensure, current immunization records, criminal background checks, and professional liability insurance. These copies will be kept in the School of Nursing & Health Sciences and/or Castlebranch.
2. Students shall not receive personal calls during class or clinical. Students must turn off cell phones during class, skill labs, clinical, and exams, unless permission has been granted by the instructor/professor. Emergency calls are to be made to the Nursing Administrative Assistants during daytime office hours at 660-831-4051 or 660-831-4264. Emergency calls will be forwarded immediately to the student. Non-emergency calls will be forwarded to the instructor/professor to relay to the student at the end of the class.

College Environment

MVU School of Nursing & Health Sciences is not responsible for damage, loss or theft of private property of any person on this campus. MVU School of Nursing & Health Sciences follows all MVU Student Affairs policies. See the [MVU Academic Catalog & Handbook](#) for further information.

Computer

All nursing students are required to have a working laptop computer with Wi-Fi access. Laptops must be compatible with Google Chrome (No Netbook or Chromebook). Must have a camera and microphone.

Copying Services

Students needing material/information copied should contact the copy center in the Ferguson Building.

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Evaluation/Feedback for Courses

The nursing faculty encourage and need feedback from students to help improve the curriculum, individual/group teaching strategies, skills lab experience, and campus concerns for future students. Evaluations may occur via online or by forms provided by nursing faculty. Students are requested to reflect on the course and the instructor/professor, and then provide constructive feedback at the end of each semester.

Discrimination

This program follows MVU Non-Discrimination Policy found in the [MVU Academic Catalog & Handbook](#)

Drug Screening (Initial And Readmission)

All nursing students must submit to drug screening tests BEFORE they are allowed in a clinical facility. The student will be responsible for the cost of this test. This also applies to any nursing student being readmitted to the program. Students reapplying to the program due to dismissal from clinical or classroom settings due to a drug or alcohol offense, must provide proof of completion of an approved State Board of Nursing rehabilitation program and a negative substance abuse screening. The student will be subject to a random drug screen with fees paid by the student. If the student refuses to submit to this test, the student will be dismissed from the program. ALL students must know that failure to pass this test may/will hinder their progression in the RN-BSN program. If this occurs, the student will not have fees or monies paid to the college refunded.

Health Insurance

Students are required to carry their own health insurance. Any medical expenses incurred on campus or clinical site is the responsibility of the student.

ID Cards

All nursing students are required to have identification cards. Students will be assisted with this process by the School of Nursing & Health Sciences staff. Students in the clinical setting must wear their Nursing ID badge.

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Parking

While on the MVU campus, students are required to follow the [MVU Parking Policy](#). The School of Nursing & Health Sciences building has parking across the street from the school. If the parking lot is full, students must then park on the side of the street across from the school.

Smoking

Smoking, vaping and use of smokeless tobacco is prohibited on the MVU campus. Normally, hospitals and other healthcare premises also have a no smoking policy. Students will not smoke/vape or use smokeless tobacco products on the property of a clinical site at any time.

Student Fees

All nursing students are required to pay fees for approved testing, liability insurance, drug screening, and criminal background checks, along with tuition, books, and supplies. Tuition costs can be found in the [MVU Academic Catalog & Handbook](#). Additional program costs breakdown can be found on the MVU School of Nursing & Health Sciences webpage.

Syllabi

Syllabi for all courses are available on the Learning Management System (Canvas) at the beginning of the semester. Each course syllabus is used as the basis for evaluating achievement in the course and outline expected levels of performance. Students should closely read each course syllabus, in order to fully comprehend the requirements for the course. Failure to meet the requirements can result in a failing grade for the course and interfere with the timely progression toward graduation.

Textbooks

Textbooks are an invaluable resource for the nursing student to gain foundational knowledge, clinical practice/skills, and for developing critical thinking and reasoning skills. They also serve as important tools to help the student with passing the NCLEX exam. It is strongly encouraged for students to keep and use textbooks acquired throughout one's progression in the course of study and beyond.

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POLICIES AND PROCEDURES

Academic Advisement

POLICY: MVU students selecting nursing as a major will be advised by staff at the MVU Student Success Center during first semester of their freshman year and will be assigned to a nursing faculty advisor following.

PROCEDURE:

1. Program planning is essential to ensure a timely transition of the student through the program. Academic advisors help students plan coursework based on prerequisite and core courses requirements.
2. Once the student has been accepted into the RN-BSN Program, the student and nursing faculty advisor will meet regularly to discuss the student's academic performance and progression.
3. The student's individual program of study and plan for completion is shared with the nursing faculty advisor, and progression through the plan should be discussed and documented at the time of faculty/student meetings.
4. Nursing faculty advisors will post their office hours on the intranet, course syllabi, as well as on their office doors. The student and/or faculty can request a meeting at any time.
5. Prior to the upcoming semester, students are encouraged to register early to secure classes needed.
6. Registration is completed through the college online system. Students must work in collaboration with their academic advisor to select required coursework
7. Students are responsible for adhering to the program of study.
8. Program of Study Changes:
 - a. Changes in the non-nursing course work must have permission of the student's academic advisor and the program coordinator and/or dean.
 - b. Changes to the program of study may delay progression in the course of study.
9. See the [MVU Academic Catalog](#) for financial aid, scholarships and loan information prior to registration.
10. Also, see MVU policies in the [MVU Academic Catalog](#) on "Registration" found under Academic Procedure; and, "Tuition and Residency" under College Expenses for further information.

Other Support Services: Missouri Valley University also supports nursing students through other services, such as Student Services, Financial Aid, Library Resources, ADA Services, Student Health, Student Counselors, and Admissions/Registrar Offices.

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Academic Support Program

POLICY: The Missouri Valley University School of Nursing & Health Sciences provides students with individualized assistance to achieve academic success through a formalized academic support program. Faculty will work in partnership with the Academic Success Nursing Tutor to identify and structure a formalized plan to meet students' needs.

PROCEDURE: A student can be referred to the Academic Support Program by any MVU School of Nursing & Health Sciences faculty/administrator. The student can also self-refer.

1. Identified students at-risk for poor academic performance can include but not be limited to:
 - a. Quiz/exam averages less than 80%
 - b. ATI assessment performance at less than a Level 2
 - c. Homework/assignment averages less than 80%
 - d. Identified barriers with test taking
 - e. Returning student who was unsuccessful in a previous semester is automatically assigned to work with the tutor through the returning semester.
2. The faculty member/administrator creates the individualized remediation plan, in collaboration with the tutor. The plan should also be mutually agreed upon by the student. The individualized plan should contain:
 - a. Description of student's deficient areas
 - b. Outline of specific & measurable goals to demonstrate success
 - c. Time frame for completion
3. The faculty member should complete the referral form and forward it to the academic success staff member. The importance of participation should be also emphasized to the student, and the student is expected to participate based on the referral information. If the student fails to participate in required tutor sessions by the Director or Dean with continued academic referrals, they may face disciplinary action, which may include dismissal from the program.
4. Documentation of ongoing feedback between the faculty member and the academic success staff member should be maintained, including student participation and impact on student's performance.
5. Identified at-risk students may be required to complete the online Student Success modules.
6. Formal evaluation of the academic support program and its success for students will be reported at the School of Nursing's Undergraduate Student Affairs (USA) Committee on a routine basis.
7. Academic Success Etiquette:
 - a. Please be respectful of the tutor's time. It is a student's professional responsibility to follow through with scheduled appointments.

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- b. Please give the tutor at minimum a 24 hour notice if there needs to be a change in a scheduled tutor session.
- c. Acceptable reasons to change/miss a tutor session: illness or emergency
- d. Unacceptable reasons to change/miss a tutor session: “I forgot”, “I decided to pick up a shift at work”, “I have to go do this instead”. When a student does not attend the session they have scheduled, they take time from another student who could benefit from it.

Attendance Policy

POLICY: Students are required/expected to be punctual and participate/attend classroom, simulation lab and clinical experiences as scheduled. Nursing students must take into consideration the fact that nursing coursework demands nontraditional class and clinical hours when entering the RN-BSN program. The Student Health Center does not provide illness excuses from classes or clinicals.

DISCLAIMER: Clinicals do not follow the traditional class schedules and can occur on any day of the week or hours of the day. Due to limitations of clinical sites and times, it is crucial that students be available for clinical experiences as scheduled, in order to successfully meet scholastic and clinical requirements for degree completion. Nursing clinical experiences take precedence over other student activities including athletic competitions.

The Clinical Coordinator collaborates closely with the athletics programs on campus to take into consideration athletic competition schedules. In addition, student athletes should meet with the Clinical Coordinator well in advance of the start of the semester to discuss upcoming planned clinical requirements. Student athletes should strategize with their academic advisor and coach to limit absences due to sporting events, in order to devote adequate time to complete all program requirements while avoiding unnecessary stress.

PROCEDURE:

1. Classroom setting: Class participation and attendance are essential for student success.
 - a. If the student is going to be absent or tardy, please call, text, or email the instructor/professor at least 30 minutes prior to the start of class. Failure to do so can result in the student obtaining an unexcused absence for the day.
 - b. The student with an approved absence can complete make-up assignments. The student is expected to contact the instructor to make these arrangements.
 - c. Faculty require supporting documentation from the student for missed classroom attendance. If an absence is not approved, the student cannot make up missed

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- assignments.
- d. Approved absences include personal illness (student needs to provide a doctor's note) and/or unexpected serious events, such as a motor vehicle accident.
 - e. Non-emergent/ scheduled medical appointments should be arranged around classroom and clinical experiences. These will not be counted as 'excused' absences.
 - f. Students may have no more than two unexcused absences per course per semester. Violations will result in progressive disciplinary action: a verbal warning, a written warning, and dismissal from the program on the third offense.
2. Clinical setting: The clinical experience is a vital learning component of the nursing education program. Failure to meet clinical requirements may result in the inability to meet course outcomes. Students should avoid missing clinical days except for an unforeseen emergency.
- a. If the student is going to be absent from the clinical setting, please call, text, or email your instructor/professor at least 30 minutes prior to the beginning of the clinical day. If the student is not at the designated meeting location in the facility on time, he or she will be sent home.
 - b. The student with an approved absence can complete make-up clinical hours, activities, and assignments. The student is expected to contact the clinical coordinator and clinical instructor to make these arrangements.
 - c. When a student does not meet the expectations/requirements of a clinical experience, the student will be assigned a 'fail' for the experience (examples: failing to complete clinical paperwork, absence from a clinical experience - including arriving late to the experience).
 - d. Attendance at all clinical and simulation is mandatory. Students are allowed 1 unexcused clinical or simulation absence in the program per academic year.
 - e. Missed clinical days (with unexcused absences) are considered unprofessional behavior and will result in failure for the day.
 - f. For make-up (excused absences) clinicals/ simulations, students must provide dated documentation within 24 hours of returning to any campus activity.
 - g. Unexcused absences cannot be made up.
 - h. Approved absences include personal illness (student needs to provide a doctor's note) and/or unexpected serious events, such as a motor vehicle accident.
 - i. Students missing clinical time will be responsible for any costs associated with the make-up time.
3. Faculty require supporting documentation from the student for missed simulation, skills lab, or clinical days. If an absence is not approved, the student cannot make up assignments or clinical days.

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4. Any student who is absent from a clinical or a class will be required to meet with the instructor for the course, along with the Program Director and/or Dean. The meeting will include development of a plan to make up, is absence is excused, the content, activity, or exam, in the case of a class, or required hours and skills for a clinical experience.
5. In the event of unexcused absences, the student may be in jeopardy of not meeting course outcomes and may result in course failure.

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Audio/Video Taping/Photography

POLICY: All/any person(s) wishing to make audio/video tapes or use cameras in the classroom or skills lab for any purpose, must first seek written and/or verbal approval of the individual(s) being taped or photographed. The Nursing Faculty must also be made aware of the taping/photographing activity.

PROCEDURE:

1. Explain to the individual(s) being taped and/or photographed the purpose of the activity.
2. Obtain written and/or verbal approval prior to the procedure.
3. Seek approval from the instructor/professor.

VIOLATION OF POLICY AND PROCEDURE:

1. Failure to adhere to this policy and procedure will be in violation of the policy and procedure as stated above.
2. **Students in violation will:**
 - a. Submit tapes, videos, and/or photos to the School of Nursing Faculty/Staff immediately for further action.
 - b. Attend a pre-arranged meeting set by the Nursing Faculty to determine an appropriate course of action.

Cardiopulmonary Resuscitation Certification (CPR)

POLICY: Students enrolled in the RN-BSN Program must attend and pass an approved CPR certification course. The course must include Adult and Child CPR. **APPROVED PROVIDERS:** American Heart Association (AHA) BLS for Health-Care Provider or the American Red Cross BLS for Healthcare Providers

PROCEDURE:

1. Arrange and complete an approved CPR training course.
2. Students can contact the MVU SON & Health Sciences Simulation Coordinator, medical facilities (usually staff development offices), the American Heart Association or American Red Cross, for availability.
3. Present a copy of a current certification to the Administrative Assistant for the MVU School of Nursing & Health Sciences.
4. The student must keep their original copy to be presented each semester.
5. Students planning to participate in a clinical must be certified in adult and child CPR prior to enrollment in nursing classes.
6. It is the student's responsibility to maintain current certification in both the adult and child CPR.
7. If the CPR certification expires at any time during a course or clinical, the student must present current proof of recertification. The student will be removed from the clinical setting until proof can be established.

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VIOLATION OF POLICY AND PROCEDURE:

Failure to submit a copy of a current and acceptable CPR certification card will necessitate the student being removed from the clinical component of the course. Clinical absences will be counted as stated in the course syllabus and may/can result in failure of the course.

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Clinical Professional Dress/Attire

POLICY: Students must meet standards of professional dress/attire while representing MVU Nursing Program in participating/attending clinical experiences. Professional attire requirements are based on the policies of the clinical sites used by our nursing students

PROCEDURE: (Failure to comply with the policy will result in the student being sent home from the clinical site.)

1. Uniforms: Uniforms/scrubs must be clean and wrinkle-free. The pants length must not touch the floor. Tops must be tucked in or long enough to cover the midriff (abdomen) while bending or stretching. Neutral or white undergarments are to be worn under uniform scrubs. Colors and designs are not to show through uniform scrubs. Solid color tops can be worn under the uniform.
2. Identification: MVU nursing students must include the school photo ID badge and/or badges from other agencies on the school uniform and be worn at chest level.
3. Shoes/Hosiery: Socks/hosiery must be worn with the uniform/scrubs. Shoes must be non-noise producing and enclosed at both the heel and the toe. Students may select either nursing or athletic shoes. The Leading Gage corporation, based on OSHA information, strongly recommends footwear in healthcare settings that is impermeable to all body fluids - such as leather. See recommendations from [Leading Gage](#).
4. Lab Jackets/Coats: When indicated, an approved lab jacket (purple) may be worn. No other type of sweater or jacket is permitted over the uniform.
5. Nails: Nails must be clean and trimmed to a length no longer than the tip of your finger. Clear nail polish may be acceptable in certain areas, please check on hospital policy first. No acrylic/artificial nails are to be worn in the hospital setting as they can harbor germs that can cause infections and place patients at risk.
6. Hair: Hair is to be off the shoulders, clean, and styled for the work setting. Length should be such that it does not fall forward or cover the face while the student is performing job duties. Mustaches, sideburns, and/or beards must be neatly trimmed and clean.
7. Jewelry: No hoop or dangling earrings are allowed. One small stud or post earring per ear is allowed. No visible body piercing, including tongue rings are allowed. Necklaces, bracelets, pendants, or large watches are not allowed. Med alert bracelets are allowed. If a student has a tragal piercing for migraines, a Dr.'s note is required.
8. Body Art: in general, tattoos should be covered.
9. Make-Up/Perfume: Makeup must be professional and kept to a minimum. No perfume, cologne, or aftershave is to be worn in the patient care areas and worn in moderation in non-patient care areas.
10. Miscellaneous: Students are to be bathed and without odor, including tobacco smoke or vaping odor. Fragrance-free deodorant is to be worn at all times unless a note from the provider that the student is unable to do so due to health reasons. Teeth are to be clean and breath free from odor including tobacco/vaping products. Gum is not to be chewed in the clinical setting. Contact lenses should be a natural eye color.

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Clinical Requirements/ Expectations For RN-BSN Nursing Students

POLICY: All students participating in clinical experiences will be required to provide proof of completion for any additional clinical site requirements (orientation documents, vetting, etc) as required by individual clinical sites. These expectations must be met before starting in the RN-BSN program.

PROCEDURE: Students must comply with the following expectations:

1. Provide proof of two measles and one Rubella vaccination and/or positive antibody titers.
2. Provide proof of the following immunizations:
 - a. Varicella immunization or positive antibody titer
 - b. Hepatitis B vaccination or positive antibody titer. If the student chooses not to complete the Hepatitis B vaccination series, a medical waiver must be submitted to the Administrative Assistant before starting course work/clinical setting.
 - c. Polio vaccination.
 - d. Diphtheria/Tetanus (DT) within the last ten years.
 - e. Annual intradermal tuberculin (TB) skin test; if have had positive reaction, must have a negative chest x-ray. Some hospitals require the TB test to be valid until the end of a semester. If the test expires before the end of the semester, the student must obtain a new TB skin test by May 1 for the fall semester and by December 1, for the winter semester. Follow clinical site guidelines.
 - f. Any additional immunizations/vaccinations required by the facility site.
3. Immunizations and/or chest x-rays (student's expense) may be completed at the student's health care provider, the Saline County Health Department, or any accredited laboratory.
4. Provide proof of nursing student liability insurance with a minimum of \$1,000,000 per occurrence and \$3,000,000 aggregate.
5. Accept responsibility for their own meals during clinical hours.
6. Accept responsibility for their own transportation to and from the clinical site.
7. Accept responsibility for personal illness/treatment/other costs that might occur during clinical hours and traveling to and from clinical sites.
8. Accept responsibility and accountability for all policies/procedures/guidelines of the college and the clinical agency.
9. Accept responsibility for performing the essential nursing functions/safety standards.
10. Wear approved MVU SON & Health Sciences attire (uniform/ID) during the clinical experience.
11. Abide by HIPAA legislation, and understand that any breach of patient confidentiality will necessitate immediate removal from the clinical site and further disciplinary action by appropriate nursing faculty/program directors.
12. Abstain from reviewing medical records of patients they are not assigned. These records are confidential and may contain privileged information not needed by the student.
13. Abide by the clinical site OSHA and CDC guidelines regarding occupational health and safety hazards. See related policy: Exposure Control and Post-Exposure Follow-Up.
14. Provide proof of a negative drug screen and be willing to submit to random drug screening at their expense.

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15. Provide proof of a completed criminal background check.
16. Current BLS CPR certification that is compliant with the clinical site requirements. The only CPR providers currently accepted are: American Heart Association (AHA), Red Cross, and some military CPR providers on a case-by-case basis. Students are responsible for obtaining this certification.
17. Not represent themselves as nursing students or engage in patient care as nursing students except when in the clinical setting and with an assigned patient(s). MVU RN-BSN Program approved clinical attire shall not be worn outside the clinical/classroom setting.
18. Conduct themselves in a professional manner. This includes the above listed items and:
 - a. Arrive to the unit on time
 - b. Keep instructor/professor notified of patient's status at all times, especially if it changes
 - c. Provide a patient status report before leaving the assigned unit
 - d. Use your appropriate name and title while in the clinical facility
 - e. Turn off cell phones/pagers during clinical rotation
 - f. Stay on the assigned unit unless granted permission to leave by the instructor/professor
 - g. Socialize only at lunch/break time and only in designated areas
 - h. Avoid physical contact with a peer
 - i. Address all patients, staff, and peers using appropriate name and title
 - j. Be free of alcohol and drugs
 - k. Avoid using offensive language, conduct, and expressions at any time in the clinical setting
 - l. Leave the clinical unit after the rotation has ended
 - m. Destroy all written material before leaving unit, unless it is needed for assignments, if so only use the patient's initials and let the instructor know you have this material
 - n. Demonstrate patient advocacy at all times
 - o. Seek guidance and use feedback to promote professional/personal growth
 - p. Attend and participate in all clinical practice debriefings unless excused by the instructor

TRAVEL AND LODGING:

Students are responsible for their own travel and lodging expenses to and from clinicals.

VIOLATIONS:

Students not providing required site vetting information will not be allowed to start classes or advance in the RN-BSN program. Violation of the conduct policy/procedure will result in disciplinary action(s) including but not limited to a verbal warning, written warning, reporting to the Dean/Program Director, being sent home and/or failure for the day. Clinical make-up day/assignments will be required. See Policy on Tardiness/Absences. Also review student's right to Grievance and Due Process.

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Communication Channels

POLICY: Faculty and administration strive to have professional relationships with students while creating positive learning environments. Students enrolled in the RN-BSN Program shall follow the chain of command when voicing concerns, conflicts, or problems.

PROCEDURE:

1. If it involves a course, contact the faculty member teaching the course and ask for help or voice concern.
2. If the issue(s) cannot be resolved between student and faculty member, make an appointment with the Program Coordinator.
3. All communication/forms/documentation will be kept in the student's file.
4. If the issues can't be resolved using the aforementioned steps, then follow the Policy and Procedure on Appeals/Grievance found in the [MVU Academic Catalog & Handbook](#).

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Communication Within The MVU RN-BSN Program

POLICY: The official method of communication in the RN-BSN Program is via Missouri Valley College email and within the Learning Management System (Canvas).

PROCEDURE:

1. Students must check their MVU email and Brightspace courses a minimum of twice weekly for communication from faculty/staff. More often than twice weekly would be necessary during the semester.
2. Students must also check course syllabi for faculty expectations of communication for the course.
3. Students are encouraged to check emails at a minimum of once weekly between semesters, while on break.

Criminal Background Check

POLICY: All students attending the RN-BSN Program will be required to complete a criminal background check (at the student's expense) before entering the clinical setting. This is also applicable to students who have not been in the program for one or more semesters and are readmitted to the course(s) program.

PROCEDURE:

1. Students are required to complete criminal background checks by registering with the Missouri Family Care Safety Registry and a private vendor who assists with background checks, health and drug testing tracking. If the student has lived in multiple states, additional fees may apply.
2. If the criminal background check is not on file in the MVU RN-BSN Program, the student may not participate in the clinical setting.
3. The clinical agency/program retains the right to accept or reject a student's ability to participate in the academic or clinical setting.
4. The student is responsible for clearing up any reports that may be conflicting in nature.
5. School of Nursing staff will update the student's background checks each semester.

VIOLATION OF POLICY AND PROCEDURE:

1. Failure to comply with the above policy and procedure will prohibit the student from attending the clinical rotation.
2. The student will be advised to withdraw from the course to avoid receiving a failing grade for the course.
3. Refusal of the clinical agency to accept the student for the clinical experience will necessitate the student withdrawing from the course.
4. The inability of the student to resolve denials to participate in learning experiences at the clinical agency must withdraw from the course.

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Drug Testing

POLICY: All students attending or being readmitted to the RN-BSN Program will be required to complete a drug screening (at the student's expense) before entering the clinical setting.

PROCEDURE:

1. A drug screen panel that is approved by a contracted outside vendor for screening and compliance.
2. All nursing students will have the results of the drug screening completed and on file at the RN-BSN Program.
3. The results must be on file prior to starting the program.
4. The results must be negative before the student enters the clinical setting.
5. The clinical agency retains the right to accept or reject a student based on the drug screening results.
6. The student is responsible for clearing up any reports that may be conflicting in nature.
7. The student is subject to a random drug screening (at the student's expense) by the nursing faculty and/or clinical agency.

VIOLATION OF POLICY AND PROCEDURE:

Failure to comply with the above policy and procedure will prohibit the student from attending the clinical rotation.

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Exposure Control and Post-Exposure Follow-Up

POLICY: Per CDC infection control basics, Standard Precautions and Transmission-Based Precautions are used to prevent the transmission of infectious pathogens/agents through contact with blood or body fluids. Standard Precautions and Transmission-Based Precautions are necessary to keep individuals, patients, health care team workers, families, and the public safe from infectious agents. See CDC Infection Control Basics webpage for further information.

PROCEDURE:

1. Students and instructors will comply with current CDC and OSHA guidelines/regulations for all infectious diseases/agents/contaminated material.
2. CDC and OSHA guidelines will be used at all times in the classroom/lab/ and clinical setting to protect students/patients/instructors from potential hazardous material.
3. Students will be instructed and have available current guidelines within the School of Nursing & Health Sciences.
4. Junior students will be required to pass the Standards Precaution/Blood Borne Pathogen Exam with 100% before they will be allowed to enter the clinical setting.
5. Junior and Senior students will receive information/instruction annually regarding OSHA & Blood Borne pathogens.

PROCEDURE POST-EXPOSURE MANAGEMENT:

1. Students injured or exposed to an infectious agent must receive local wound care immediately. The wound will be cleaned with soap and water. Mucus membranes will be flushed with large amounts of water or saline. Other injuries will be cared for based on the type and severity of injury.
2. The student is responsible for immediately reporting any injury or exposure to the instructor and or appropriate agency personnel. Immediate reporting will make it possible to obtain the necessary medical care. If the incident occurs within the clinical setting, the instructor/student will notify the appropriate manager/preceptor/instructor and the student will comply with the agency protocol. If the incident occurs within the school setting or a clinical site that does not provide for student treatment, the instructor will initiate the immediate treatment, and complete the necessary paperwork for the treatment provided.
3. Students are responsible for follow-up treatment and the cost incurred with the treatment plan/procedures/testing, including counseling.

VIOLATION OF THE POLICY PROCEDURE: Will result in dismissal from the course and/or RN-BSN program. References: CDC and OSHA Standards/Guidelines

Clinical - Leadership Practicum Placement Policy

POLICY: To facilitate the transition from student to practicing nurse, students complete a 120 hour practicum experience with an approved RN-BSN preceptor. This policy describes the process used to determine practicum placement.

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PROCEDURE:

1. Students complete a total of 120 hours or ten 12- hours shifts in the NURS 475 Leadership Clinical Experience.
2. Students are allowed to provide information for clinical location and some area preferences, but the final decision for placement is the responsibility of the clinical site in collaboration with the Clinical Coordinator.
3. Clinical Preceptor placements are completed collaboratively with the clinical facilities. Many facilities have student requirements in addition to those of the MVU School of Nursing & Health Sciences. Students are responsible for completing any additional training required by their practicum site.
4. Clinical sites have informed us that they cannot guarantee day-shift placement for practicums. Students should anticipate the possibility that they WILL have a night-shift preceptor. Students are responsible for completing their required hours with the site-assigned preceptor, regardless of the schedule of that preceptor.
5. Site orientations may vary from site to site. Orientation hours will not count toward the requirement of the practicum, as the intent of the experience is to improve leadership, delegation, and organizational skills necessary to provide safe care to multiple clients.
6. Clinical placements are final. There will be no preceptor changes unless due to extreme circumstances or facility/preceptor request.

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Financial Aid For Nursing Students

POLICY: Students enrolled in the RN-BSN Program are candidates for scholarships, awards, and loans to help pay for tuition while advancing their education.

PROCEDURE:

1. Students interested in applying for financial aid or potential scholarship should contact the MVU Office of Financial Aid. See information on the MVU website for the [Financial Aid Office](#).
2. Refer to the [MVU Academic Catalog & Handbook](#) for other opportunities available to students with financial needs/concerns.
3. Students can also check with employers and community organizations regarding educational assistance and scholarship opportunities.

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Grade Appeal Process

POLICY: Students are afforded the right to appeal a final course grade. Students should first attempt to resolve the issue with the instructor/professor of the course.

PROCEDURE:

If the student is not satisfied with any/all decisions by the Program Director or Dean, he or she may follow the appeal process found in the [MVU Academic Catalog & Handbook](#).

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Grading System For Nursing Courses

POLICY: MVU RN-BSN Program uses a grading system of A, B, C, D, and F to evaluate the student's performance and achievement. Nursing courses, or an identified minor, can't be taken on a P/F basis. Refer to the [MVU Academic Catalog & Handbook](#) for more information on P/F grading.

PROCEDURE:

The nursing student must achieve the following as a minimum grade requirement in all nursing course(s) to pass the class and progress in the RN-BSN program. Extra credit is not allowed in any courses.

In most nursing courses, testing will constitute 80% of the course grade. The remaining 20% will consist of other assignments (i.e. homework).

For theory/didactic courses, students must obtain a minimum of (B) cumulative exam/quiz scores in addition to a 80% (B) overall course grade. If the student fails to obtain an 80% cumulative exam/quiz score grade, the course grade recorded will be the cumulative exam/quiz grade, not the overall course grade.

For clinical courses, students must obtain a minimum of an overall grade of 80% (B).

Grading Scale: Grades are not rounded. Example: 89.9% is a B and will not be rounded to 90% which is an A.

90-100	A
80-89	B
79-70	C
69-60	D
59 and below	F

- Instructors will complete grading of assignments, quizzes/exams and clinical paperwork within one week of submission due date.
- Course grades below a B (80%) must be removed by successfully repeating the course(s) by following the policy on Progression and Readmission in Nursing.
- The grade of an "F" may be given to a student that does not meet class attendance requirements and does not follow College procedure(s) for withdrawing from course(s).

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- In rare instances, the Vice President of Academic Affairs can deem extreme extenuating circumstances that prohibit a student from completing a course. Under such circumstances and only with the prior approval of the Vice President of Academic Affairs, the Division Dean and the faculty member, a student can receive an incomplete grade.

The maximum time frame for this work to be completed is by the close of the next semester (fall, spring, summer) but is to be determined by the faculty member. If the incomplete work is not completed by the agreed upon time frame, an automatic F will be assigned. An incomplete does not apply to the GPA.

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Graduation

POLICY: The completion of requirements for graduation is the responsibility of the nursing student. The student must have successfully completed the program of study and maintain the required minimum grade point average (GPA).

PROCEDURE:

1. The minimum course grade for nursing classes is a “**B**” with a minimum cumulative GPA of 2.75.
2. Students are responsible for applying for graduation the semester prior to the expected graduation date. The Graduation Application is completed through the college online system.
3. All credit hours required in the program of study/curriculum have been satisfactorily met.
4. All financial obligations to the college have been met, including the graduation fees.
5. Students must meet the college criteria for graduation.
6. Obtains the approval of the MVU RN-BSN Program Faculty Forum Committee.
7. Meets all approval from the Registrar's Office

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Graduation Activities

MVU RN-BSN PROGRAM CONVOCATION/PINNING:

The Nursing Faculty and Administration honors its graduates with a convocation/pinning ceremony at the end of the spring semester. Students will be required to wear professional business attire as defined and approved by the Program for this ceremony. Families, nursing faculty and administration, college administration, and the MVU community are invited to attend this ceremony.

NURSING PINS:

The nursing pin symbolizes successful completion of the requirements for the Bachelor of Science degree in nursing and may be worn on the nurse's uniform following graduation. Students will receive their pins during the pinning ceremony in the spring semester. Students unable to attend the ceremony may obtain their pins at any time during school hours after the pinning ceremony.

Health And Attendance

POLICY: The student is responsible and accountable for his/her health status. The student must be physically and emotionally fit to meet the demands of the nursing schedule and related activities. The student is expected to have a medical examination and be able to perform the essential functions/safety standards of a student nurse before entering the RN-BSN Program.

If at any time the nursing faculty determines the student is not able to provide safe patient care or meet the course/clinical objectives, the faculty member may/will remove the student from the classroom or clinical setting. Absentees are subject to the Tardiness/Absence from Classroom/Lab/Clinical Setting Policy.

PROCEDURE:

1. The student's medical examination (student responsible for the cost) is to be given to the Administrative Assistant (AA) before the first day of nursing classes.
2. If removed from class/clinical/and/or the lab setting, the student must:
 - Provide a "medical release" from the health care provider (student is responsible for the cost) stating that he/she can perform the essential nursing functions/safety standards and are free from contagious disease/infections.

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Health Forms Related to Immunizations

POLICY: The student must have on file required health forms in order to be admitted into the RN-BSN program. Forms are to be submitted to the online compliance tracker system.

PROCEDURE:

1. The student will receive the directions for how to use the online compliance tracker system via the administrative assistant(s).
2. The student must maintain the original document and submit a copy through the online compliance tracker system.
3. Students seeking exemption from any clinical site-required immunizations must complete an exemption request from the clinical site. The SON & Health Sciences cannot guarantee acceptance of the exemption request by the clinical site.
4. Nursing personnel will not release health/medical information to anyone nor will they provide copies of the submitted records to the student.
5. The student will be responsible for all costs related to maintaining confidential information in the online compliance tracker system.

VIOLATION OF POLICY AND PROCEDURE:

1. Failure to submit the required documents through the online compliance system as directed will result in the student not being permitted to participate in any clinical learning experience(s) or remain in the RN-BSN program.
2. Follow the health care facilities' policy on declination of vaccination required by the facility.

Some vaccinations are strongly recommended but have the option for waiver.

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Health Information Portability Privacy Act (HIPAA) 1996

POLICY: All students will comply with the HIPAA laws/legislation in the classroom/lab/or clinical setting to protect the privacy and security of the patient's health information.

PROCEDURE:

1. Nursing faculty will instruct students on the HIPAA regulations to protect the privacy and security of the patient's health information in the classroom/clinical setting.
2. Nursing faculty will provide adequate resources and support to students to help them fulfill their responsibilities.
3. Nursing faculty will conduct investigations into all reported incidents.
4. Nursing faculty will work with the College administration to assure safety HIPAA rules and regulations are in place and working effectively.
5. Students must report real/potential violations of HIPAA laws to the faculty/agency representative.
6. Students must assume personal responsibility for their own actions with regard to HIPAA regulations.
7. Students must pass the HIPAA exam with 100%.
8. Students will not be allowed to enter the clinical setting without passing the exam.

VIOLATION of POLICY:

Failure to demonstrate compliance with the above policy will result in dismissal from the Nursing Course and/or the RN-BSN Program.

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Leave Of Absence (LOA)

POLICY: Students may request a leave of absence due to unforeseen circumstances. The student requesting a leave of absence will be guided by the policies and curricular pattern in effect at the time of the student's return.

PROCEDURE:

1. A student who wants to request a leave of absence should refer to the MVU Leave of Absence policy found in the [MVU Academic Catalog & Handbook](#)
2. Students may then request re-enrollment at the end of the LOA.

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Nursing Organizations/Activities/Honors Program

NURSING ORGANIZATIONS:

Nursing students are eligible to participate in several college and MVU SON & Health Sciences clubs and organizations. By participating in these programs, the student may connect with others with similar interests that will encourage peer networking. Memberships are available for students meeting the necessary qualifications. Programs can be found in the [MVU Academic Catalog & Handbook](#).

SIGMA THETA TAU:

Currently, MVU RN-BSN Program does not have a Chapter of Sigma Theta Tau. However, the Alpha Iota Chapter of Sigma Theta Tau (STT), the national honor society of nursing, is operational at the University of Missouri. If you are interested in joining this organization, please contact your academic advisor to see if you are an eligible candidate.

STUDENT REPRESENTATION ON FACULTY COMMITTEES:

A faculty organization, the Nursing Faculty Forum, serves as the governing body of the nursing faculty in the MVU Nursing Faculty. The Forum by-laws allow for student representatives at the faculty committee meetings. The student(s) who serve on this committee are selected by the SNA and serve for a period of one year. However, at the discretion of the SNA, they may be elected to serve an additional year. The student committee member(s) have a voice and may vote in open committee sessions but will not be allowed to attend closed sessions where other departmental issues may/might be discussed.

If the student is unable to attend, he or she should ask another student to represent the student body. The student is to come prepared to present concerns/questions supported by the majority of the class and also to answer questions as well. The representative is to take notes and present the info back to the nursing group. The faculty welcomes and expects active presentation and representation of the nursing classes.

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Plagiarism In Coursework

POLICY: Student's work is to be their own. Students are not to use the thoughts, words, or ideas of others without giving the author's credit for their work by the use of proper citations.

PROCEDURE:

1. The MVU RN-BSN Program follows the MVU Academic Dishonesty Policy found in the [MVU Academic Catalog & Handbook](#).
2. Students are required to complete a plagiarism tutorial on the Canvas.
3. Students are responsible for knowing what constitutes plagiarism and should collaborate with the instructor for any questions.
4. Students may be required to submit assignments to an outside originality checking and plagiarism prevention service.
5. Students can help prevent plagiarism by using the APA 7th edition manual required by the faculty and RN-BSN Program.
6. Faculty recommend using the following websites for helping with course work:
[APA Style](#)
[Purdue Owl](#)
7. The syllabus will discuss the use of artificial intelligence.

VIOLATION OF POLICY AND PROCEDURE:

Refer to [MVU Academic Catalog & Handbook](#).

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Professional Liability Coverage

POLICY: All students are required to have liability insurance (\$1,000,000 each claim-and \$3,000,000 aggregate) when participating in academic or clinical learning experiences/opportunities. Students are not covered before or after any school related activity/requirement. Students will not be allowed in the clinical setting without proof of insurance. If the clinical agency requires more, the student will be responsible for increasing the policy limits at his/her expense.

PROCEDURE:

Students enrolled in any Nursing Courses/Clinical must have proof of liability insurance before the first day of class.

VIOLATION OF POLICY AND PROCEDURE:

1. Failure to present proof of liability insurance will/may result in the student being dismissed from the course and/or RN-BSN program until proof is submitted.
2. Make-up work/assignments for classroom/skills lab/clinical setting will be completed as stated in the course syllabus.
3. If you are an LPN student you will need to have your LPN professional liability and coverage for an RN student.

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Progression And Readmission in the RN-BSN Program

POLICY: Students in the RN-BSN program are required to meet with faculty on a monthly basis during their junior and senior years to assure a timely progression to graduation. An action plan will be implemented for students with identified concerns.

PROGRESSION REQUIREMENTS INCLUDE THE FOLLOWING:

1. Completion of a criminal background check and drug testing for students who have been out of the program for one or more semesters.
2. Random drug screens and background checks can/will be done at the discretion of the nursing faculty.
3. Achieving a grade of a “B” or higher in all nursing courses. Any grade lower than a “B” is considered a course failure for purposes of the Progression Policy.
4. If a student does not meet the requirement for obtaining a “B” or higher in all nursing courses, the student will not be allowed to continue in the course of study.
5. Some nursing courses have both a didactic and clinical section. A student must achieve a “B” or higher in both sections to be successful in the course.
6. One nursing course failure is allowed but the course must be repeated at the MVU School of Nursing at the next available opening in the track that the student was admitted (See exception in item 8 below). A Special Request Form must be completed prior to retaking the course. A course failure has the potential to delay the graduation date, because some courses are prerequisites for others and not every course is offered every semester.
 - a. A total of two failed course attempts in the RN-BSN program will result in the student being dismissed from the program without a chance for readmission at any point in the future.
 - b. Readmission students may be required to audit certain classes, including completing all related coursework.
7. Course incompletes will not be given if a student does not pass the course, unless it is for a medical/personal emergency, and approved by the Faculty Forum Committee, the Program Director/Dean, and the VPAA.
8. If a student receives an academic alert for a grade below a B on an exam and/or an overall class average of less than a B, he or she must contact their advisor to set up an individualized action plan. Students will be required to attend sessions with the student success/tutor with an action plan generated by the professor. The individualized action plan will be required until the grade received is a B or higher.
9. Every student must complete the clinical section of the courses. While the College will work with the student and clinical agencies to ensure placement, clinical agencies have the ultimate authority whether to accept a student.
10. Students are responsible for completing ALL coursework satisfactorily in order to meet all course outcomes and progress to the next semester. Failure to do so will result in the inability to progress in the program of study.

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11. Maintaining continual ability to meet the essential functions/safety standards for nurses with or without reasonable accommodations.
 - a. A student with a disability who believes he/she may need an accommodation while in the RN-BSN program should contact the Director of Accessibility and Disability Services. The College will engage in an interactive process with the student to determine what reasonable accommodations are available, if any.
12. Maintain current certification in Basic Life Support/CPR provided by the American Heart Association's at the health care provider level. The health care provider level is required by hospitals and other clinical agencies.
13. Maintaining professional liability insurance throughout the duration of the program and providing proof of such insurance.
14. Standardized exams are not the sole basis for program progression or graduation.

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Readmission Policy Following Medical LOA Or Withdrawal For Personal Reasons

Below is the process and guidelines that govern the potential readmission of a student to the RN-BSN program following a medical leave of absence or withdrawal for personal reasons when the student has not been in attendance at the College for greater than one year but not more than three years.

Due to the College's yearly cohort system, certain classes are only offered on a yearly basis.

Accordingly, students who take a medical leave of absence or a personal leave of absence for less than one year will be considered for readmission as if they had been absent for more than one year.

Upon readmission, such students will be considered part of the following year's cohort.

PROCESS

1. Students requesting readmission for a fall term must make the request by April 1st of the academic year.
2. A student requesting to be readmitted to the RN-BSN program after an absence of not more than three years must submit the following information to the Dean of Nursing/Program Director.
 - a. Complete application/registration process, found on the School of Nursing & Health Sciences website at Moval.edu.
 - b. The student, if on medical leave of absence, must provide a signed letter of medical clearance.
 - c. Two letters of support for readmission from program faculty members for students withdrawing in their junior or senior year.
 - d. If the student has been absent from the program for more than one year a letter of support from a current or recent employer may substitute for one faculty member's letter of support.
 - e. If a Special Request Form is required it must be submitted at the time of leave and/or application. Examples for special requests include, take class out of order, retake class, take a leave of absence (including medical or personal) and other circumstances.
3. Students applying for readmission after an absence of three or more years will be required to apply through the College's regular admissions process and must meet the general admission requirements determined by the Registrar's Office.
4. The nursing faculty reviews the submitted materials and makes the final decision based on the student's potential for success in the nursing profession/program, in light of the guidelines listed below. The nursing faculty selects the most qualified applicants for the available positions in the RN-BSN program.

GUIDELINES

1. A student must have a 2.75 cumulative GPA at the time of readmission.
2. The student's prior performance in clinicals, classroom, and required nursing prerequisite/core classes are considered during the readmission analysis.

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3. The College does not guarantee readmission into the RN-BSN program. All readmission applications are done on a case by case basis.
4. A student requesting readmission must comply with drug and background screening according to RN-BSN program policy.
5. All RN-BSN program admission standards must be met prior to readmission.
6. A student may only be readmitted one time to the RN-BSN program. Readmission is contingent on available space and instructors.
7. If a student has extenuating circumstances that contributed to medical leave or withdrawal, he or she may request a special hearing before the Nursing Faculty Forum prior to a readmission decision being made.
8. Students withdrawing due to medical necessity must be able to demonstrate that they continually meet, with or without accommodations, the Essential Functions/Safety Standards For Students In The Clinical Setting/RN-BSN Program prior to readmission into the RN-BSN program.
9. The College maintains the right to request an independent evaluation of the student prior to a student's return to the RN-BSN program. The evaluation will be done on a case by case basis, and the cost of the evaluation will be borne by the institution.
10. Students who are readmitted are required to complete the same requirements for graduation as other students of the cohort for which they are admitted.
11. Students applying for readmission into the RN-BSN program must have taken their nursing prerequisite courses within the last seven years. Students may be required to provide proper documentation as part of the re-application process.
12. Nursing courses will be evaluated on a case by case basis.
13. Students granted readmission privileges may be placed on probation at the discretion of the full nursing faculty. In cases where probation is required, probation will last no longer than one semester.
14. Readmission to the RN-BSN program is voted on by the Nursing Faculty Forum Committee.
(Policy revised with recommendations from MVU legal consultants)

Safety

POLICY: Nursing students are to comply with the Standards of Conduct outlined in the Missouri Board of Nursing Administrative Code/American Nurses Association Provision Three, Code of Ethics for Nursing. An action/inaction on the student's part that places the patient at physical/emotional harm is a violation of that patient's safety and well-being and will result in the student being removed from the setting. (Examples include, but not limited to, preceptor/or agency refusal to work with student, instructor intervening to prevent injury, under the influence of drugs and/or alcohol, refusal of drug screening, threat to patient or others, unsafe practice skills, violation of HIPAA/OSHA regulations/standards).

PROCEDURE:

1. With any actions/inactions/errors/near misses a critical behaviors form will be completed by the clinical instructor/professor and discussed with the student within 24-48 business hours. The student will be required to sign the form. The student has a right to respond on the form. The report will be placed in the student's file at the MVU SON.
2. The course coordinator and the Program Director will be notified as soon as possible.
3. If required, an incident report will be filled out for the clinical agency.
4. Following the first incident, the nursing instructor/others if indicated will conference with the student regarding the incident (see above). Disciplinary action will be based in accordance with the offense.
5. The student will be required to remediate any related concepts/ procedure or skill involved in the error/near miss. The student will be responsible for demonstrating competency by way of a skills checkoff in the simulation skills lab prior to returning to the clinical.
6. If a student makes two errors, the student will be required to meet with the clinical instructor/faculty member/ and the Program Director. Disciplinary action will be based in accordance with the offense.
7. A potential or real life threatening error may/will result in dismissal from the RN-BSN Program.
8. A student wishing to appeal any disciplinary action taken by a nursing faculty/Program Director may file an appeal using the procedure outlined in the [MVU Academic Catalog & Handbook](#).
9. The clinical coordinator will be responsible for keeping track of errors and near misses in student clinical experiences and taking action to make system/educational improvements.

Simulation Skills Lab

POLICY: Simulation equipment is necessary to promote student learning and acquisition of nursing technical skills necessary to become a safe professional/practitioner. Standard precautions to protect simulation equipment is expected of all nursing students

PROCEDURE:

Simulation Skills Lab:

1. The lab is for currently enrolled students.
2. The lab coordinator will schedule planned use of the lab and equipment.
3. The lab hours are posted outside the door each semester.
4. When the lab is not being used for coursework/assignments, students may practice assigned skills with permission of the skills lab coordinator.
5. If the student needs additional assistance, please contact the skills lab coordinator.
6. At no time are students allowed to practice invasive procedures on each other even if one gives permission.
7. Students are responsible to let skills lab coordinator know when supplies are low or if they used the last item.
8. Students are responsible for letting the skills lab coordinator know if there is damaged equipment or if the equipment is not working.
9. Students and faculty are responsible for restocking items and leaving the workplace clean and tidy.
10. No smoking, eating, drinking, playing allowed in the lab.
11. Students should follow clinical dress code requirements while in the lab.
12. Students must adhere to all rules posted in the lab.
13. Refer to Simulation and Skills Lab Policy/Procedure Manual for further details.

Special Requests

POLICY: All students in the RN-BSN program are required to meet requirements for graduation in a timely manner. In the event of an unforeseen circumstance, the student may submit a special request.

PROCEDURE:

1. Student Special Requests are submitted to the Nursing Faculty Forum by students who wish exceptions to be made regarding the application or progression criteria. Special request forms can be obtained from the Administrative Assistant.
 - a. Any student unable to meet prerequisites to specific nursing courses due to scheduling problems, illness, personal circumstances, or performance in a particular course shall be required to submit a Special Request Form.
 - b. Any clinical nursing major who needs to enroll in nursing courses part-time or out of sequence must submit a Special Request Form.
 - c. Any clinical nursing major who needs to repeat a nursing course must submit a Special Request Form.
 - d. Any clinical nursing major requesting a leave of absence must submit a Special Request Form.
2. The Special Request Forms will be reviewed by the Nursing Faculty Forum. The Faculty Forum meets a minimum of every semester, with special meetings as needed.
3. Only completed forms with appropriate supportive documentation will be acted upon by the Faculty Forum. All documentation must be submitted to the Administrative Assistant no later than 10 days prior to the next scheduled Faculty Forum. Students will be notified of the Faculty Forum's decision(s) within 10 days of the meeting date. This may be via student email and/or traditional mail. It is the student's responsibility to provide a current email and mailing address on the Special Request Form, and to check for the faculty response.

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Testing Security

POLICY: All nursing students are required to maintain academic honesty and integrity during test taking. The MVU RN-BSN Program requires the use of a secure exam browser for course exams to assure test security. Students may be required to download an application to their personal computer in order to use the test security feature

PROCEDURE:

1. Students who take examinations off-campus will be required to use a secure testing company and will follow the company policies.
2. For on campus testing, students must be seated in the classroom with computers ready to start the exam at the start of class.
3. When exams are administered in person:
 - a. Seating may be arranged by the course instructor/professor.
 - b. All personal items (keys, jackets, sweatshirts, hats, phones, smart watches, books, and book bags) must be left at the front of the classroom. All cell phones must be silenced prior to being placed at the front of the room.
 - c. Food or drink during examination may be prohibited during testing.
 - d. Calculators may be provided by the instructor.
 - e. Paper and pencil are provided by the instructor and will be collected by the course instructor/professor before leaving the classroom.
 - f. No talking among students is allowed during test taking, or may be subject to disciplinary action.
4. Students will be held accountable to the MVU Academic Dishonesty Policy. See the [MVU Academic Catalog & Handbook](#) for further information.

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Testing Standard

POLICY: All nursing students are required to participate in comprehensive testing of course content using instructor-generated assessments, as well as assessments provided through an online learning environment for nurses.

PROCEDURE:

- Content exams will be administered throughout various nursing courses. Refer to course syllabi for further clarification.
- Testing will constitute 80% of the course grade for the majority of nursing courses. The remaining 20% will consist of other assignments (i.e. homework and other assignments).
- Students must obtain a minimum of an overall 80% (B) cumulative test score in addition to the minimum of an 80% (B) overall course grade to satisfactorily pass the course.

Transfer Of Credits From Other Colleges/Universities

POLICY: Nursing students must have current/evidence-based knowledge and skills to care for diverse populations with complex needs in a variety of clinical environments.

PROCEDURE:

1. Student's transfer credits must meet the requirements determined by the Registrar's Office.
2. Students transferring credit into the RN-BSN program must have nursing prerequisite courses taken within the last seven years and completed with a grade of B or above.

Withdrawals

See the [MVU Academic Catalog & Handbook](#) policy on Withdrawal and Refund.

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RN-BSN Student Handbook Acknowledgment Form

The Missouri Valley University RN-BSN Program has policies and procedures designed to guide the student through the RN-BSN program. Please read them carefully as they will help you with a timelier and smoother transition from a novice to a professional nurse. The most current policies and procedures can be found in this handbook on the MVU RN-BSN Program website.

As a Missouri Valley University Nursing Student it is your responsibility to:

1. Review the policies and procedures which are included in the most-recent Missouri Valley University RN-BSN Student Handbook.
2. Follow the policies and procedures which are included in the most-recent Missouri Valley University RN-BSN Student Handbook.
3. Ask for clarification if you have a question and/or suggestions about the policies and procedures which are included in the most-recent Missouri Valley University RN-BSN Student Handbook.
4. Upload completed/signed Acknowledgement Form to the LMS system within ten days of the start of the semester or after you have been notified of changes.

The Missouri Valley University Nursing Faculty will:

1. Inform the nursing students of any pertinent changes to current Missouri Valley University RN-BSN program policies or procedures and when those pertinent changes will be implemented.
2. Inform the nursing students of any newly developed policies or procedures for the Missouri Valley University RN-BSN Program and when those policies or procedures will be implemented.
3. Articulate and distribute any pertinent changes or newly developed policies or procedures to the nursing students by the Dean and/or the Program Director.
4. Enforce the described policies and procedures in a fair and unbiased manner which is consistent with the most current Missouri Valley University RN-BSN handbook, and the [MVU Academic Catalog & Handbook](#)

I have reviewed the most current Missouri Valley University RN-BSN Student Handbook. I agree to follow the policies and procedures described and any new or revised policies and/or procedures during this academic year. I understand that failure to comply with a policy and/or procedure will result in the consequences described with that policy and/or procedure.

Signature of Nursing Student

Date

(print name)

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Development And Revisions Dates

Developed: June 2024

Revised: August 2026